

Manitowoc Public Library Meeting Room Agreement Form

1. Meeting rooms will not be booked for attendance of fewer than three people.
2. The Library reserves the right to cancel or transfer a booking to an alternate room with 14 days' notice.
3. Clean-up is the responsibility of the organization and persons using the room. Waste that does not fit in the regular bins provided must be removed by the organization.
4. Light refreshments may be served but cooking is prohibited.
5. The Library does not provide supplies for refreshments.
6. Alcohol may not be served.
7. Participants may not tape or attach anything to walls.
8. Use of candles or other flammable material is prohibited.
9. Library does not provide storage space.
10. Meeting room use outside of Library business hours may be charged a fee.
11. Repeated cancellation may result in suspension of meeting room privileges.
12. Failure to abide by these guidelines may result in suspension of meeting room privileges.
13. Refunds will be authorized if use of space is cancelled in a reasonable time period and the Library does not incur any expenses.
14. Payment information is not shared with other parties.

The following fees apply to profit-making organizations and social gatherings.

Fees include use of media equipment but not supplies for refreshments.

- **Board Room, Balkansky Room, Franklin Street Room, Small Conference Room - \$30 for 1-4 hours**
- **Board Room, Balkansky Room, Franklin Street Room, Small Conference Room - \$60 for 4-8 hours**
- **Board Room, Balkansky Room, Franklin Street Room, Small Conference Room - \$100 for over 8 hours**
- **Charge for use of any library space outside of library business hours will be \$50 per hour**
- **Use of library space for social gatherings must make a deposit of \$100. The deposit will be returned within 2 weeks after the event if room conditions are at acceptable level.**

**I have read the above guidelines and fee structure. I agree to use the space under these conditions.
I agree to pay a fee for lost or damaged equipment. Fees will be billed as appropriate.**

Date _____